



SOKA PERFORMING ARTS CENTER

Ticket Information Form (TicketMaker)



TicketMaker events are not part of the Soka Performing Arts Center Box Office system; these tickets are not available for sale online nor through the Box Office itself. Tickets will be pre-printed for you by the Soka Performing Arts Center at a cost of \$5.00 per 100 tickets, billed in increments of 100 tickets. For example: 150 tickets will cost \$10.00 total. The TicketMaker system allows for five (5) lines of information for the event. Additional lines default for the date and time of your event. We highly recommend you include the venue name, any sponsoring organizations, etc. Please refer to the sample ticket layout provided and contact Center Management for assistance or more information.

Please print clearly and legibly to provide the following information:

NAME OF EVENT – 30 characters (including spaces) or less:

_____ (This line uses the largest sized font and is most suitable for the Event name but may be used for other primary information)

SECOND LINE OF INFO – 30 characters (including spaces) or less:

_____ (This is often the "Presented by" line, or can be the name of your organization, a sub-title for the event, or sponsor name(s))

THIRD LINE OF INFO – 30 characters (including spaces) or less:

_____ (This line can be a continuation of the 2nd line information, left blank or contain other information)

EVENT DATE(S) AND CURTAIN (START TIME): (Default – no edits possible)

Event Date: _____ Curtain: _____ Event Date: _____ Curtain: _____
Event Date: _____ Curtain: _____ Event Date: _____ Curtain: _____

FOURTH LINE OF INFO – 30 characters (including spaces) or less: (This line of text prints below the Date & Time lines)

_____ (We recommend this line be used for the Venue Name such as "Soka Performing Arts Center" or "Soka Black Box Theatre")

FIFTH LINE OF INFO – 30 characters (including spaces) or less: (This line of text prints below the Date & Time lines)

_____ (This line is often used to notate Suggested Donation amounts or other secondary information)

TICKET PRICE(S): Are there separate prices for Adults and Children? Students? Others? Please indicate ALL ticket prices. Example: "Adult" = \$20.00, "Senior" = \$15.00, "Student" = \$10.00, "SUA I.D." = \$5.00, "Admin/Comp" = \$0.00

PRICE FIELD – 16 characters (including spaces) or less: _____

AUDIT STUB – 16 characters (including spaces) or less: _____

HOW MANY PRE-PRINTED TICKETS DO YOU REQUIRE? _____

Please contact Center Management for maximum capacity of your chosen Venue.

BY WHAT DATE DO YOU NEED YOUR TICKETS? _____

Please allow 3-5 business days for printing; subject to management approval and availability.

Client Contact Printed Name & Signature _____ Contact Phone Number _____ Email Address _____

Rec'd by: _____ Printed Date: _____ Delivery Date: _____